

PHILIP MORRIS INCORPORATED
INTER-OFFICE CORRESPONDENCE

100 Park Avenue, New York, N.Y. 10017

To: • See List Below

From: • Thomas F. Ahrensfield

Subject: •

Date: April 19, 1971

I would like to clarify the procedure for obtaining legal advice and assistance on matters which relate to the use of patents.

Matters in which patents are involved other than requests from Research and Development for the routine filing and processing of patent applications, should be referred to Alex Holtzman of the Legal Department. There should be no direct referral of such matters to patent counsel or other outside counsel by you or members of your departments.

Unsolicited idea submissions should, as in the past, be sent to Kay Kegney of the Corporate Relations Department.

Thomas F. Ahrensfield

TFA:pc

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Messrs: Millhiser
Goldsmith
Britton
Wakeham ✓
Landry

4/20/71

Directors, Managers, Principal Scientists, William Cridlin:

The intent of the above memorandum is to minimize the expensive requests for advisory and consulting services of outside patent attorneys on matters not directly relating to routine filing and processing of patent applications. It is recommended that all matters relating to outside help on patents (searches, opinions, licensing, disclosure protection, etc., as well as routine applications) be channelled through Mr. Cridlin.

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